



To: Mark Clark, Executive Director

From: Grants Staff

Date: June 30, 2005

Re: Grants Staff Report: April 20, 2005 thru June 30, 2005

GRANTS PROGRAM MANAGER (Cheryl Witt): ♦ *Maintains Internal Controls to insure adequate fiscal and programmatic accountability for Commission grant programs; ♦ Oversees administration of 15 grant and loan programs that include approximately 170 grant and 10 loan contracts; ♦ Supervises three Grants Assistants; ♦ Coordinates with the Office of Financial Management to maintain balances of 25 funding sources; ♦ Coordinates Commission Grant Reviews; ♦ Administers seven miscellaneous, non-district contracts; ♦ Participates on the WQ Financial Assistance Council to promote coordination between state grant and loan programs*

- ♦ Finalized and distributed the FY06-07 Conservation Commission Grants Administrative Procedures Manual;
- ♦ Finalized update of contract General Terms and Conditions with Sharonne O'Shea, AAG;
- ♦ Participated in the Livestock Committee meetings designed to develop 05-07 Biennium Program recommendations;
- ♦ Made presentation at Wade Training regarding the Grants Administrative Manual and TSP Process;
- ♦ Drafted 47 Water Quality Implementation Grant contracts and sent to respective CDs for review.
- ♦ Drafted 12 Puget Sound Work Plan Grant contracts and sent to respective CDs for review;
- ♦ Finalized 9 Professional Engineering Grant contracts and sent to respective CDs for signatures;
- ♦ Coordinated the monthly Commission / OFM reconciliation of the 15 grant and 2 loan programs;
- ♦ Coordinated with the CREP and Irrigation Efficiencies Program Managers to develop and distribute the FY06-07 grant applications;
- ♦ Coordinate the 4th payment (out of 9) for the Darigold/Commission/Ecology loan.

GRANTS ASSISTANT (Debbie Skogen): ♦ *Provides customer service and assistance to Adams, Asotin, Benton, C Klickitat, Chelan, Clallam, Clark, Columbia, Cowlitz, E Klickitat, Ferry, Foster Creek, Franklin, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Lincoln, Mason, Moses Lake, N Yakima, and Okanogan Conservation Districts; ♦ Administers approximately 94 district grant contracts, ♦ Co-Administer the Basic Funding Match Grants Program; ♦ Administers the Practice Incentive Payment Loan Program with 10 district loan contracts that involve loans to 120 landowners; and ♦ Conducts Commission Grant Reviews.*

- ♦ Processed 111 vouchers, 37 Amendments, closed two grants, and provided customer service to conservation districts;
- ♦ Worked with Eric Kopp to update the PIP Program procedures, create a PIP Program desk manual, and train him to assume responsibility for the PIP Program;
- ♦ Worked with Eric to process vouchers and learn elements of the other grant programs;
- ♦ Attended the Central and Western WA Water Quality Grant Rating Committee Meetings at the end of April.
- ♦ Provided in field assistance to Central & Eastern Klickitat CD at their request;
- ♦ Provided a Power Point presentation on Commission Grant Reviews (CGR) at WADE;
- ♦ Conducted Benton, Chelan and Kittitas CD's first Commission Grant Reviews. Drafts were sent to the district staff for review;
- ♦ Scheduled CGRs with Mason CD; and working with King CD for their CGR sometime this summer;
- ♦ Wrote an article about CGRs for the Commission Newsletter; and
- ♦ Continue to provide assistance to conservation districts that I serve.

GRANTS ASSISTANT (Kristy McGuill): ♦ *Provides customer service and assistance to Grant, Pacific, Palouse, Palouse Rk Lk, Pend Oreille, Pierce, Pine Creek, Pomeroy, San Juan, Skagit, Snohomish, S Douglas, S Yakima, Spokane, Stevens, Thurston, Underwood, Wahkiakum, Walla Walla, Warden, Whatcom, Whidbey Island, and Whitman Conservation Districts; ♦ Administers approximately 85 district grant contracts; ♦ Conducts Commission Grant Reviews; ♦ Provides assistance and backup to the Commission Information Technology Officer*

- ♦ Processed 140 vouchers, 36 Amendments, and provided customer service to the CD's; sent quarterly updates to conservation districts.
- ♦ Assisted Debbie Skogen's districts while she was on vacation.
- ♦ Provided training to Eric Kopp on the grant processes and procedures for the Commission.
- ♦ Provided oversight for Eric's work on grant related work.
- ♦ Presented information regarding vouchering and the Technical Service Provider (TSP) program at the Commission.
- ♦ Conducted Commission Grant Reviews with Moses Lake CD, Othello CD, Palouse CD, Palouse-Rock Lake CD, Upper Grant CD, Warden CD and Whitman CD.

- ◆ In the process of Scheduling 2 CGR's with Walla Walla CCD and Pomeroy CD.
- ◆ Finalized 46 Livestock grants so they are ready to be mailed once reporting form is finalized.
- ◆ Reviewed Basic Funding Materials submitted, contacted districts regarding missing items/questions, prepared all applications for payment of funds.
- ◆ Attended meetings with Tom Salzer and the Website contractor for development of a new website.
- ◆ Assisted Tom Salzer with general IT related tasks such as updating the news/jobs section of the website, updating grant and other related forms, assisting with IT related purchases.

GRANTS ASSISTANT, In Training (Eric Kopp): ♦ *Learning duties of Grant Assistant Position; ♦ Provides customer service and assistance to all 47 conservation districts; ♦ Learning the PIP Loan Program; ♦ Provides assistance and backup to the Commission Grant Assistants for initial invoice voucher review.*

- ◆ Made PIP Loan Presentation at WACD Training.
- ◆ Provided initial invoice voucher review assistance to Kristy and Debbie.

GRANTS PROGRAM **Informational Item for July 14, 2005 Commission Meeting**

Grants Staff Activities for April 2, 2005 thru June 30, 2005

| District | Number of Contracts Initiated | Number of Contracts Closed Out | Number of Vouchers Processed | Amount Reimbursed to Grantee | Number of Amendments Processed | Commission Grant Reviews | |
|-------------------|-------------------------------|--------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------|-----------|
| | | | | | | Underway | Completed |
| Adams | | 2 | 6 | \$13,169.79 | | | |
| Asotin | | | 12 | \$118,561.91 | 5 | | |
| Benton | | | 8 | \$17,025.70 | 3 | 1 | |
| Central Klickitat | | 1 | 5 | \$60,447.76 | 2 | | |
| Chelan | | | 2 | \$7,805.31 | 1 | 1 | |
| Clallam | | | 14 | \$144,217.45 | 5 | | |
| Clark | | | 5 | \$14,321.38 | | 1 | |
| Columbia | | | 9 | 166704.99 | 1 | | |
| Cowlitz | | | 3 | \$20,503.72 | | | |
| Eastern Klickitat | | 1 | 2 | \$4,069.02 | 1 | | |
| Ferry | | | 2 | \$7,788.81 | 1 | | |
| Foster Creek | | | 4 | \$23,213.71 | | | 1 |
| Franklin | | | 3 | \$7,396.09 | 2 | | |
| Grays Harbor | | | 8 | \$36,333.07 | 1 | | |
| Jefferson | | | 12 | \$69,401.46 | | | |
| King | | | 3 | \$37,002.83 | 1 | | |
| Kitsap | | | 2 | \$23,501.65 | 1 | | |
| Kittitas | | | 11 | \$97,291.93 | 3 | 1 | |
| Lewis | | | 12 | \$91,828.76 | 5 | | |
| Lincoln | | 1 | | | | | |
| Mason | | | 5 | \$39,913.47 | 1 | | |
| Moses Lake | | | | | | 1 | |
| North Yakima | | | 3 | \$11,836.92 | 1 | | |
| Okanogan | | | 13 | \$21,024.35 | 5 | | |
| Othello | | | | | | 1 | |
| Pacific | | | 7 | \$14,909.29 | | | |
| Palouse | | | 2 | \$10,669.59 | 1 | 1 | |
| Palouse Rock Lake | | | 1 | \$6,482.44 | | 1 | |
| Pend Oreille | 1 | | 5 | \$11,617.60 | | | |
| Pierce | | | 4 | \$29,455.98 | | | |
| Pine Creek | | | 1 | \$7,511.51 | | | |
| Pomeroy | | 1 | 5 | \$19,019.50 | 2 | | |
| San Juan | | | 5 | \$18,371.33 | | | |
| Skagit | | | 7 | \$77,639.06 | 3 | | |
| Snohomish | | | 2 | \$16,393.08 | 2 | | |
| South Douglas | | | 1 | \$6,234.80 | 1 | | |
| South Yakima | | | 5 | \$38,072.27 | 2 | | |
| Spokane | | | 2 | \$30,164.85 | 1 | | |
| Stevens | 1 | | 6 | \$13,315.55 | 1 | | |
| Thurston | | | 3 | \$9,314.07 | 2 | | |
| Underwood | | | 8 | \$19,263.80 | | | |
| Upper Grant | | | 9 | \$79,470.80 | 5 | 1 | |
| Wahkiakum | | | 5 | \$27,381.72 | 1 | | |
| Walla Walla | | | 4 | \$229,010.44 | 3 | | |
| Warden | | | | | | 1 | |
| Whatcom | | | 9 | \$141,199.07 | 4 | | |
| Whidbey Island | | | 6 | \$17,832.12 | | | |
| Whitman | | | 4 | \$31,383.56 | 1 | 1 | |
| Miscellaneous | 50 | | | | 5 | | |
| TOTALS | 52 | 6 | 245 | \$1,888,072.51 | 73 | 11 | 1 |